

## INSTRUCTIONS FOR OBTAINING FORMS – RESIDENTIAL CARE CENTERS FOR CHILDREN & YOUTH

Residential care centers are required to use some of the forms listed below to comply with licensing rules. The other forms, while not required by rule, are designed to contain all the information required by the licensing rules and are recommended for use. The majority of the forms are available from the DHFS/DCFS/BRL website [http://dhfs.wisconsin.gov/rl\\_dcfs/INDEX.HTM](http://dhfs.wisconsin.gov/rl_dcfs/INDEX.HTM) (click on Forms & Publications in the red navigation bar on the left of the screen). Forms may be reproduced as needed. If you do not have access to the Internet, or if the form you want is not available, a DMT-25 Forms/Publications Requisition must be completed and sent to the address below. Be sure to indicate the form number and the form title on the DMT-25 and fill in your name and address in the "SHIP TO" area of the requisition; this information must be provided in order for the request to be filled.

Department of Health and Family Services  
Division of Children and Family Services  
Forms Manager  
P.O. Box 8916  
Madison, WI 53708-8916

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<b>Form #</b>	<b>Form Title</b>	<b>Required</b>
CFS-0052	Vehicle Safety Inspection	YES
CFS-100A	ICPC Placement Requires	
CFS-100B	ICPC Report on Child's Placement Date or Change of Placement	
CFS-0297	Request for Exception	
CFS-0353	Sanitation Checklist – Residential Care Centers for Children and Youth	
CFS-0354	Licensing Checklist – Residential Care Centers for Children and Youth	YES
CFS-0357	Fire Safety Inspection – Residential Care Centers for Children and Youth	
CFS-0367	Community Advisory Committee Documentation	
CFS-0384	Staff Health Report – Child Welfare Facilities	
CFS-2020	Residential Care Center for Children and Youth Type 2 Designation Request	
CFS-2139	Residential Care Center Resident Record Checklist	
CFS-2140	Residential Care Center General Personnel Record Checklist	
CFS-2142	Staff Continuing Education and Training Record – Child Welfare Programs	
CFS-2146	Serious Incident Report	
CFS-2168	Residential Care Center Policy/Procedure Checklist	
CFS-2171	Residential Care Center for Children & Youth Request for Approval of Locked Unit	
CFS-2172	RCC Child Abuse and Neglect Reporting & Confidentiality Responsibilities	YES
CFS-2183	Residential Care Center Statutorily Reportable Death	YES
CFS-2261	Caregiver Background Check Substantially Related Investigation Report	
CFS-2379	Medical Services Consent – Child Welfare Facilities	
CFS-2383	Fire Safety and Emergency Response Documentation – Residential Care Centers	
DDE-6100	Client Rights Limitation or Denial Documentation	
DMT-0025	Forms / Publications Requisition	
DMT-0974	Instructions: Completing Budget/Claim Forms to Recover Federal Foster Care Funds	
DMT-0975	Federal Reimbursement Budget - Schedule A	YES
DMT-0977	Operating Statement - Schedule B	YES
DMT-0978	Rate Computation Report - Schedule C	YES
DMT-0980	Physical Plant Utilization Square Footage Allocation - Schedule D	YES
DMT-0981	Allocation of Expenses by Function - Schedule E	YES
HFS-0064	Background Information Disclosure	YES
PFS-0101	It Shouldn't Hurt to be a Child (brochure)	